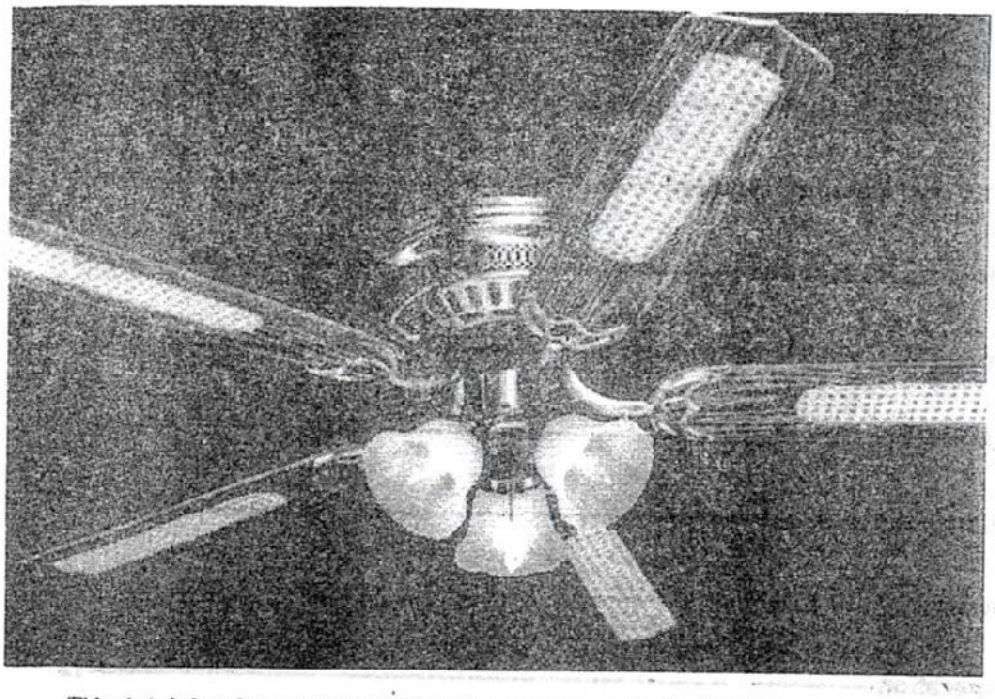
DESIGNHOUSE

READ AND SAVE THESE INSTRUCTION



(This photo is for reference only, and it doesn't mean you are purchasing identical products)

OWNERS INSTRUCTION MANUAL

FOR HUGGER FAN'S

- INSTALLATION
- OPERATION
- MAINTENANCE

CAUTION

READ INSTRUCTIONS CAREFULLY FOR SAFE INSTALLATION AND FAN OPERATION. IF UNSURE CONSULT A QUALIFIED ELECTRICIAN

These instructions are suitable for UL/cUL Listed Ceiling fans

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SAFETY TIPS

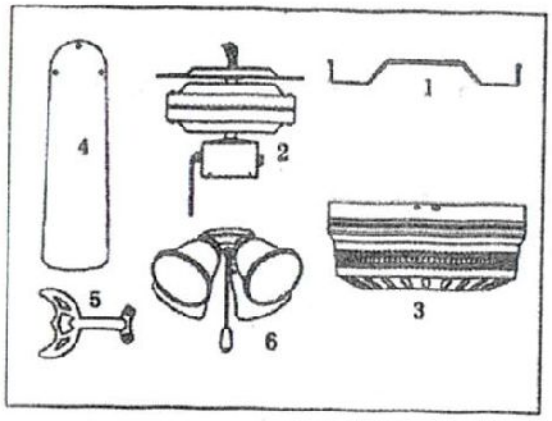
1. To avoid possible electric shock, turn off the electricity at the main fuse box or circuit panel before you begin the fan installation or before servicing the fan or installing accessories.
2. **CAUTION: READ ALL INSTRUCTIONS AND SAFETY INFORMATION CAREFULLY BEFORE INSTALLING YOUR FAN AND SAVE THESE INSTRUCTIONS.**
3. Make sure all electrical connections comply with local codes or ordinances and the national electrical code. If you are unfamiliar with electrical wiring, please use a qualified and licensed electrician.
4. Make sure you have a location selected for your fan that allows clear space for the blades to rotate, and at least seven (7) feet of clearance between the floor and the fan blade tips. The fan should be mounted at least thirty (30) inches from walls or other upright structures.
5. **WARNING**: The outlet box and ceiling support joist used must be securely mounted, and capable of supporting a minimum of 50 pounds.
6. **WARNING**: To reduce the risk of fire, electrical shock, or personal injury mount to outlet box marked" Acceptable For Fan Support" and use mounting screws (and locked washers) provided with the outlet box.
7. Electrical diagrams are for reference only. Light kits that are not packed with the fan must be UL listed and marked suitable for use with the model fan you are installing.
8. After installation is complete, check that all connections are absolutely secured.
9. After making electrical connections, spliced conductors should be turned upward and pushed carefully up into outlet box. The wires should be turned spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box.
10. **WARNING**: To reduce the risk of fire, electrical shock. Do not use this fan with any solid-state fan speed control device, or rheostat.
11. Do not insert anything into the fan blades while they are rotating.
12. **WARNING**: To reduce the risk of personal injury, do not bend the blade brackets when installing the brackets, balancing the blades, or cleaning the fan. Do not insert foreign objects in between rotating fan blades.
13. To avoid personal injury or damage to the fan and other items, be cautious when working around or cleaning the fan.
14. Do not use water or detergents when cleaning the fan or fan blades. A dry dust cloth or lightly dampened cloth will be suitable for most cleaning.
15. Instructions for supply connections: conductor of a fan identified as grounded conductor to be connected to a grounded conductor of power supply, conductor of fan identified as ungrounded conductor to be connected to an ungrounded conductor of power supply, conductor of fan identified for equipment grounding to be connected to an equipment-grounding conductor.

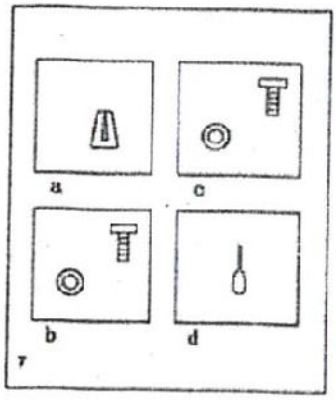
NOTE: The important safety precautions and instructions appearing in this manual are not meant to cover all possible conditions and situations that may occur. It must be understood that common sense and caution are necessary factors in the installation and operation of this fan.

CAUTION: To reduce the risk of injury to person, install fan so that the blade is at least 2.1 Meters (7 Feet) above the floor.

UNPACKING YOUR FAN

1. Unpack your fan and check the contents. Do not discard the carton. If warranty replacement or repair is ever necessary the fan should be returned in original packaging. Remove all parts and hardware. Do not lay motor housing on its side: the decorative casting may shift.
2. Examine all parts. You should have the following:

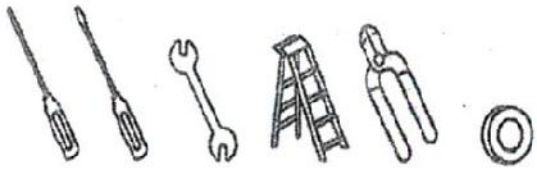




1. Mounting Bracket
2. Fan Housing Motor, and switch housing. Remove rubber-shipping spacers from motor. Keep them in case you need to return fan.
3. Motor decorative housing
4. Set of Blades
5. Blade Arms
6. Light Kit (Optional)
7. Parts pack Containing:
   A/ Mounting bracket hard wares (wire nuts)
   B/ Blade attachment hard wares (screws with washers for each blade).
   C/ Blade arm attachment hardware (motor screws and lock washers may already be in fan motor)
   D/ Pull chain/Ball

TOOLS AND MATERIALS REQUIRED

*Phillips screw driver
*Blade screw driver
*Adjustable pliers or wrench
*Step ladder
*Wire cutter
*Electrical tape



ELECTRCIAL OUTLET BOX

1. If there is an existing outlet box, ensure it is clearly marked" suitable for fan support". If not, it must be replaced with an approved one.
2. Secure the outlet box (or make sure the existing box is secured) directly to the building structure. Use appropriate fasteners and building materials. Wood joist and outlet box must be able to support a minimum of 50 pounds.
3. Figure 1,2 and 3 are examples of different ways to mount the outlet box in different ways to mount the outlet box in different situations. A longer down rod may be required in sloped ceiling situations to maintain proper blade clearance.
4. To hang the fan in locations where no ceiling joists is available. A hanger support bar may be required (Fig. 4)

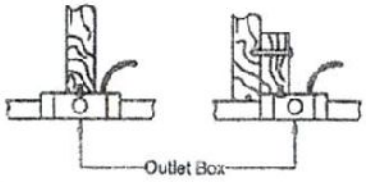


Fig.1

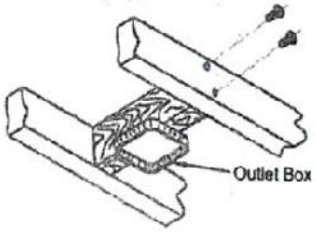


Fig.2

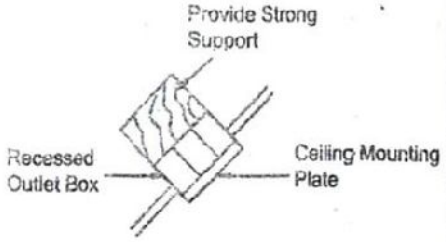


Fig.3

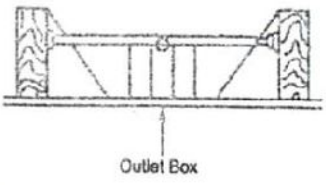


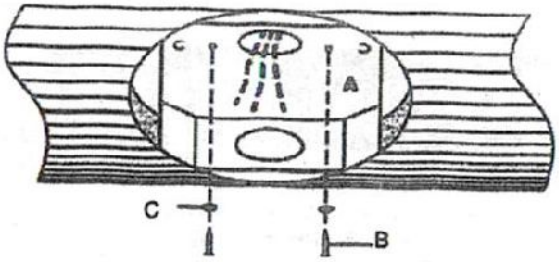
Fig.4

INSTALL MOUNTING BRACKET AND FAN

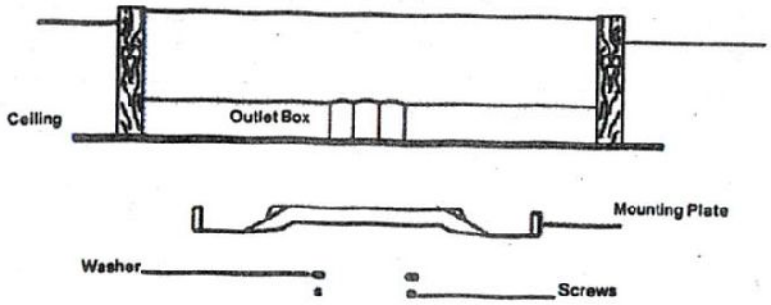
1. To avoid possible electrical shock, be sure electricity is turned off at the main power panel before wiring.

   All wiring must be in accordance with National and Local Electrical Codes, and the ceiling fan must be grounded as a precaution against possible electrical shock.

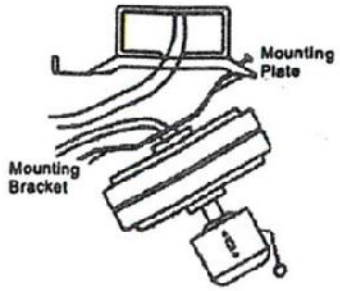
2. In order to insure proper support, check and secure the ceiling fan outlet box(A) being firmly installed to the joist or beam. Two wood screws(B) and washers(C) are provided for this purpose outlet box must be capable of supporting at least 50 pounds. Do not use lubricants on screws and screw pilot hole drilled shall not be larger than the minor diameter of the screw. Do not use plastic outlet box.



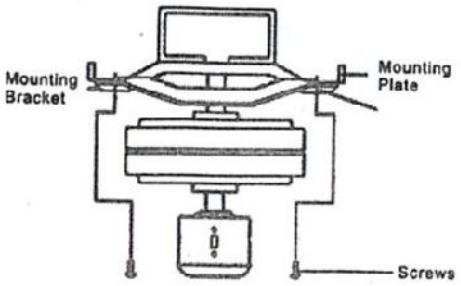
3. Attach the mounting plate(1) to the ceiling outlet box(A) with screws and washers provided with the fan , and then tighten them.



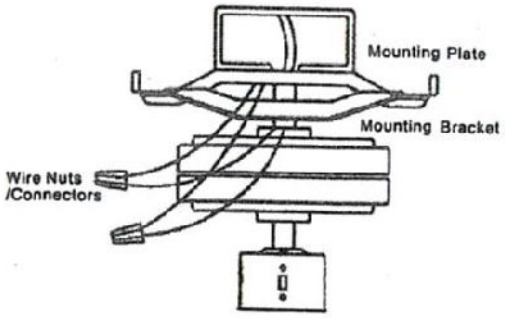
4. Insert one end of the mounting bracket through the slot on the mounting plate all the way to the end.



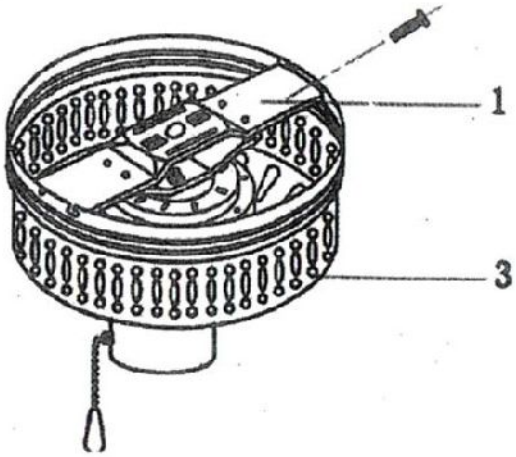
5. Hold the motor upright and adjust the motor to align the three holes on the mounting bracket with screws. Tighten the screws



6. For wire connection: connect fan wires to the ceiling wire white(fan lead) to white(power source). Black and blue (fan lead) to black(power source). Green/green & yellow (fan lead) to green or earth conductor of the power source. Connect the wires by wire nuts provided. After splices have been made. Carefully push the green and white wires into the outlet box on one side, and the black and blue wires on the other side. Make wire connections (refer to section titled" Electrical connections") **For cUL-listed fan, please secure the safety cable to the junction box.**



7. Attach the decorative housing (3) to the mounting plate (1) with screws provided with the fan, and tighten the screws.



ELECTRICAL CONNECTIONS

1. Four wires are connected to the top of the fan.

- Black: " hot" power/Live for the fan
- Blue: " hot" power/ Live for the light kit
- White: " Common"/neutral for the fan and the light kit
- Green/Green & yellow: " Ground/Earth wire

2. If the fan and light are connected to the same circuit, the black and blue wires should be connected together to the black wire in the ceiling using a wire nut to make the connection.
3. The white wire from the fan should be connected to the white wire in the ceiling, using a wire nut to make the connection.
4. The green wire from the fan should be connected to the ground wire in the ceiling, using a wire nut to make the connection.

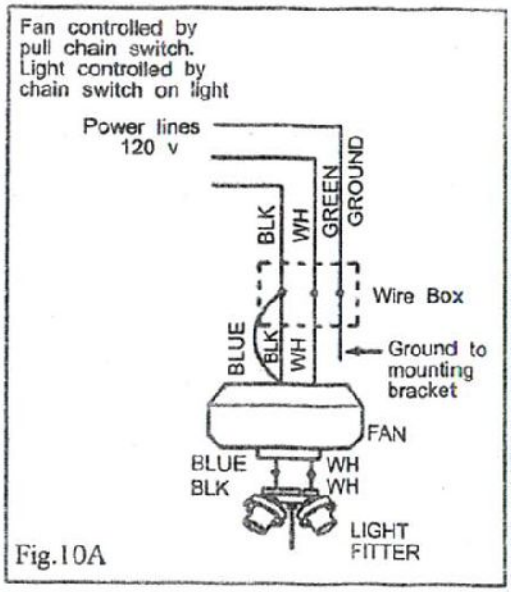


Fig.10A

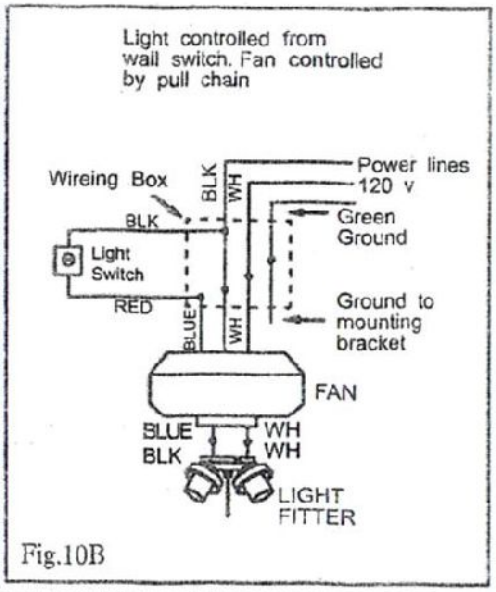


Fig.10B

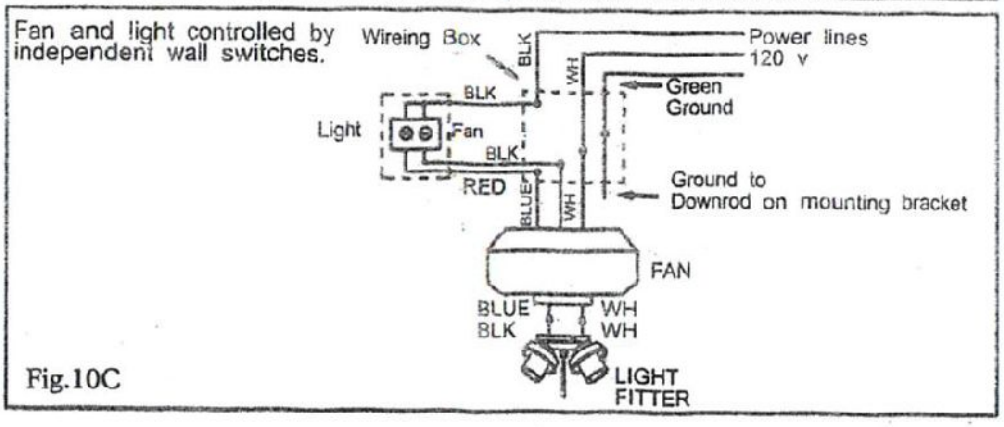


Fig.10C

BLADE ATTACHMENT

1. Place screw through the blade an start the screw into the blade arm repeat this procedure without tightening the screw until all 3 screws have been started into the blade arm (Fig.11). As most fan use concealed screw blades arms, screws may not go through the whole blade arms.
2. Tighten each screw starting with center screw.
3. Fasten blade assembly to motor with provided screws. Repeat procedure for remaining blades. (Fig. 11B)
4. Make sure the blades are more than /at least 7 feet from the floor, avoid any object in the path of the blades.

Fig 11

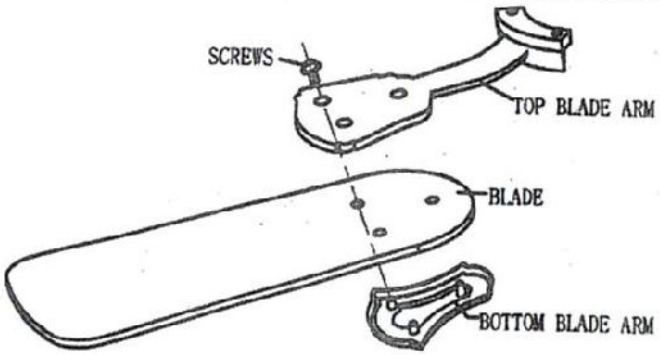


Fig 11A

Attach 4(5 or 6) blade assemblies to motor using the 8(10 or 12) screws provided Make sure all screws are tightened securely

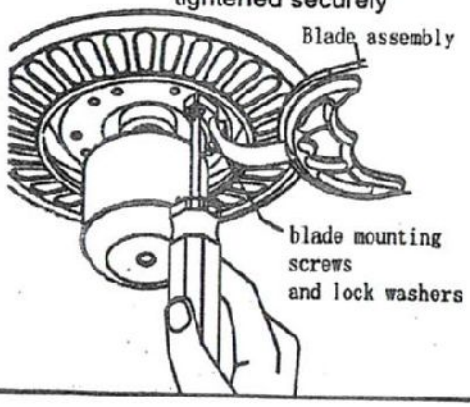


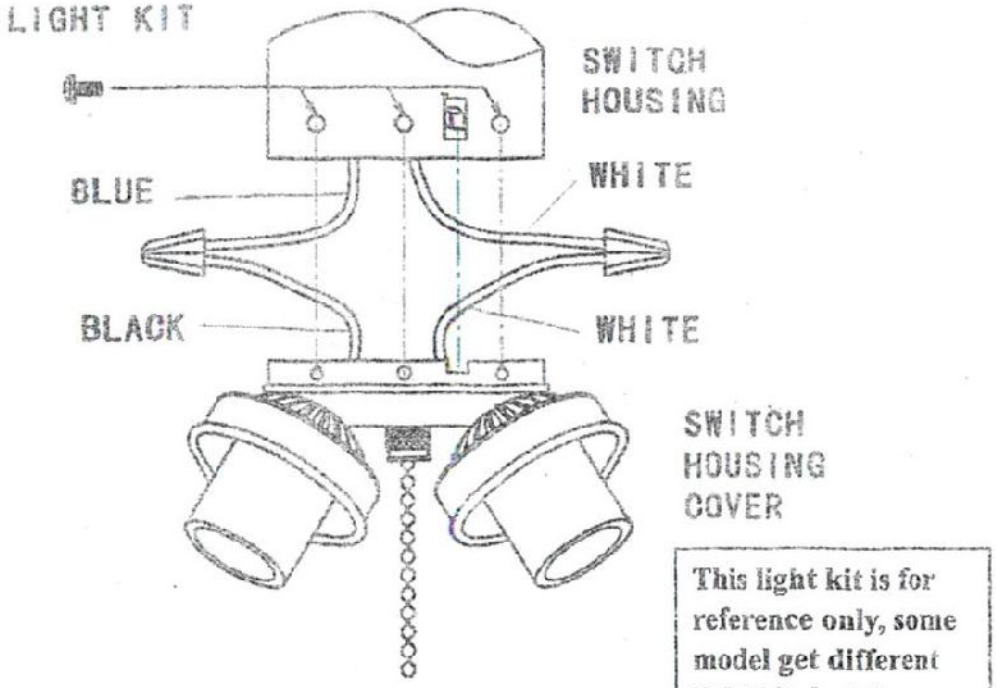
Fig 11B

INSTALLING GENERAL TURTLE LIGHT KIT (OPTIONAL)

1. Locate two wires in the switch housing (white and blue labeled " for light").
2. Connect them to the light kit wire connectors (Fig. 12)
   - White to white
   - Blue to blue

Secure all splices with electrical tape to prevent connectors from vibrating loose during fan operation.

3. Carefully push all wires back into the switch housing. Then attach housing cover plate to switch housing with the 3 screws provided.
4. Attach the glass shades to the light kit, using 3 thumb screws per shade (provided). Do not over-tighten the thumb screws as glass may break. Install (60 watt max). light bulbs (not provided). Glass shade & thumb screws are not provided on the spot light fan.
5. Restore power and your light kit is ready for operation.
6. If the light kit does not work, turn off the electricity and lower the canopy on your ceiling fan. Make sure the blue wire is connected to black household wires (please refer to electrical connections section in this manual).



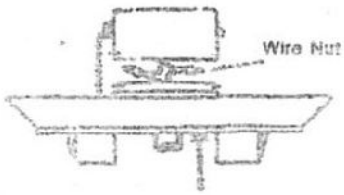
This light kit is for reference only, some model get different light kit, but they are installed in similar way

INSTALLING DISC BOWL LIGHT KIT(OPTIONAL)

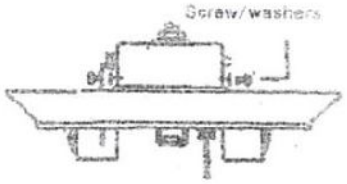
1. Remove switch housing screws and then remove bottom cap of switch housing shell on fan.

2. Locate two wires in the switch housing (white and blue labeled " for light"). Connect them to the light kit wire connectors
   - White to white
   - Blue to blue

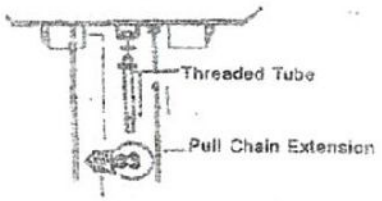
   Secure those wires with wire nuts in the fan.



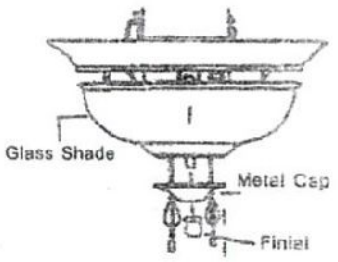
3. Carefully push all wires back into the switch housing. Then attach housing cover plate to switch housing with the 3 screws provided.



4. Install light bulbs, (60 watt max) , to the lampholder. . Light bulbs (not provided).



5. Attach the glass shades to the light kit, and screw up the finial. Do not over-tighten the finial , glass may break. Slide the bowl glass over the threaded nipple, followed by the cap, and then finial. Twist finial clockwise until snug (see figure
6. Lower chains thru hole in bowl and glass cap.
7. Attach chain extension

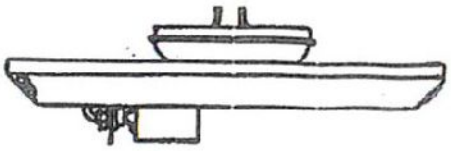


8. Restore power and your light kit is ready for operation.
9. If the light kit does not work, turn off the electricity and lower the canopy on your ceiling fan. Make sure the blue wire is connected to black household wires (please refer to electrical connections section in this manual).

INSTALLING DISC LIGHT KIT (OPTIONAL)

1. You may purchase a fan with Light Pan instead of cluster light kit mentioned above. For any kind of light kit, you should complete the blade installation before attaching this light kit assembly. REMEMBER to discount the main power before installing the light kit by removing the fuse or circuit at the electrical panel box

Parts Identification

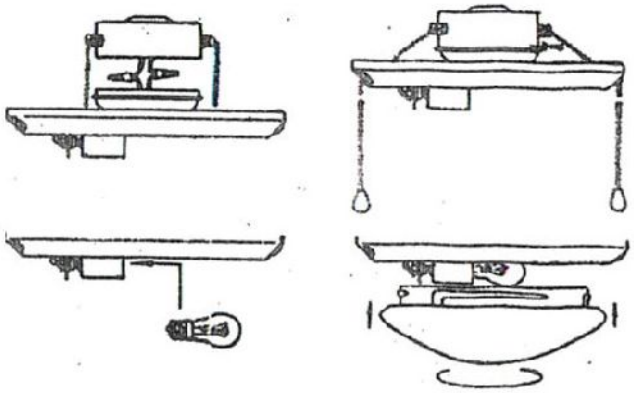


Light pan

Glass shade

Pull chain

. The whole light kit assembly includes the above parts. Locate these parts from the package and be careful not to damage the glass shade.
. Locate the two light kit wires from the switch housing of the fan assembly. Attach the light kit wires from the light pan to the light kit wires of the switch housing, White to White, Black to Blue of the switch housing using the wire nuts provided.
. Align the three holes on the light pan with the three holes on the switch housing rim. Secure the light pan onto the switch housing with the three screws and washers provided.
. Install the light bulb (not included) onto the lampholder sockets. Uses maximum 40 watts as the warning label suggested.
The glass shade belongs to the twist-and-lock type. The rim of the glass shade comes with two grooves. Align the openings of the two groves with the two notches of the light pan.
Turn the glass shade under the light pan along the grooves until the glass is completely in place. When it is locked in place, it cannot be loosened just by counter-rotating the glass. Try this to make sure that the glass is safely locked.
Route the two pull chains through the two holes on the side if the light pans.
Attach the pull chain extensions at this stage by passing the extension chains.
). Check that all assemblies are firmly secured. Your light kit is now ready for use.



INSTALLING BOWL LIGHT KIT (OPTIONAL)

1. Remove switch housing screws and then remove bottom cap of switch housing shell on fan.

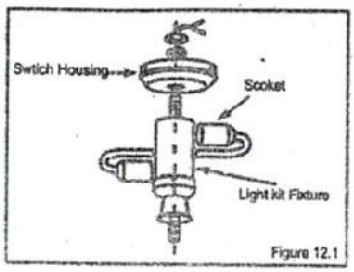


Figure 12.1

2. Locate two wires in the switch housing (white and blue labeled " for light"). Connect them to the light kit wire connectors (Fig. 12-2)
3. White to white
4. Blue to blue
5. Secure those wires with wire nuts in the fan.

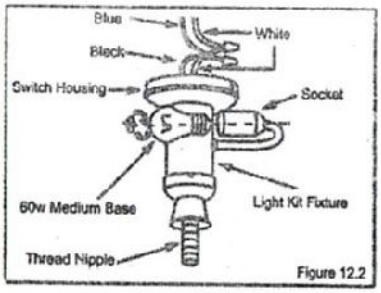


Figure 12.2

6. Carefully push all wires back into the switch housing. Then attach housing cover plate to switch housing with the 3 screws provided.
7. Attach the glass shades to the light kit, using 3 thumb screws per shade (provided). Do not over-tighten the thumb screws as glass may break. Install (60 watt max). Light bulbs (not provided).
8. Slide the bowl glass over the threaded nipple, followed by the cap, and then finial. Twist finial clockwise until snug (see figure 12-2)
9. Lower chains thru hole in bowl and glass cap.
10. Attach chain extension (see figure 12-3)

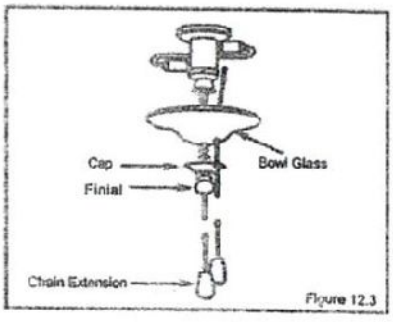


Figure 12.3

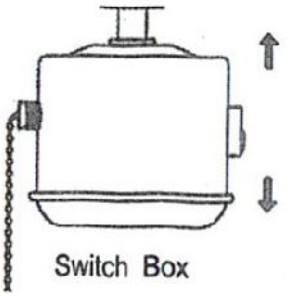
11. Restore power and your light kit is ready for operation.
12. If the light kit does not work, turn off the electricity and lower the canopy on your ceiling fan. Make sure the blue wire is connected to black household wires (please refer to electrical connections section in this manual).

OPERATION

1. Restore electrical power by turning on the electricity at the main fuse box.
2. Turn on the wall switch.
3. Your fan has two controls on the switch housing

SPEED CONTROL
Pull Chain Switch
(Tug gently)

Pull	Speed
1	High
2	Medium
3	Low
4	Off

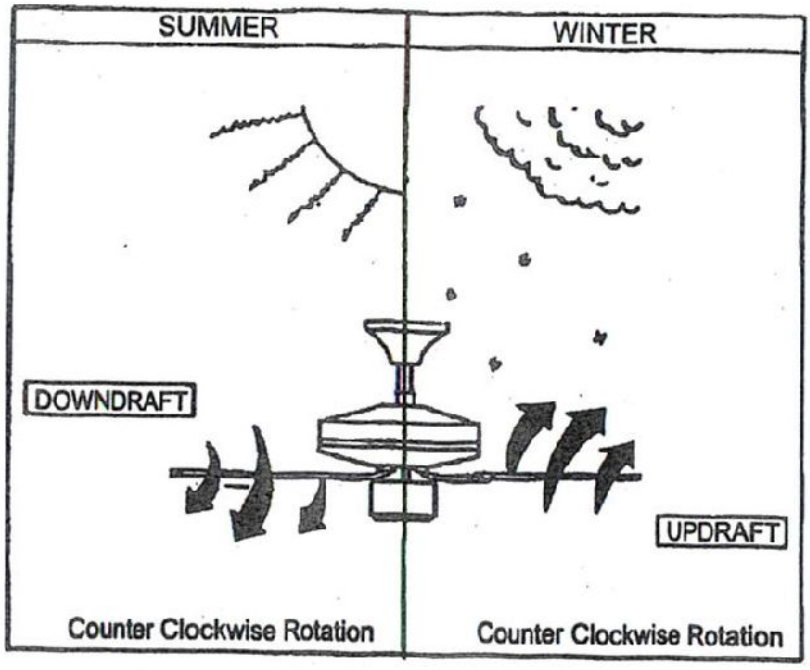


Switch Box

DIRECTION CONTROL
Reverse Slide Switch
(Up and down)
Up for upward air flow to recirculate air upward
Down for downward air flow for a cooling effect

NOTE: ON FANS WITH 3 SPEEDS: 1 Pull-High 2. Pull-Medium 3. Pull-Low 4 .Pull-Off

urn off and let fan stop before changing setting of the reverse slide switch.
our ceiling fan is a sensible choice to cool as well as help you warm your living area.
ou will have a reduction in both heating and cooling costs by regular use of your fan.
n summer, put the reverse switch in the forward position so air is blown down, roducing a cooling breeze. In winter, reverse the fan so an upward airflow will push arm air off the ceiling and balance the temperature in the room. In winter, run the fan t lower speed than in the summer.



MAINTENANCE

1. The fan natural movements may cause some connections to work loose. A clicking or rattling noise is a certain sign of loosening screws. Check the support connections, brackets and blade attachment twice a year, and tighten all screws as necessary. Make sure all screws attaching the glass screws are tightened.
2. Clean your fan periodically. Use only a cloth dampened with a mild detergent solution. Never use solvents. Dust with a soft cloth or brush. Metal finishes are finished with a lacquer to prevent tarnishing.
3. You will never need to oil your fan. Its permanently sealed bearing will prevent silent, trouble free operation for many years.
4. Make sure the power is turned off at the main fuse or circuit panel before you attempt any repairs.

TROUBLE SHOOTING

FAN DOES NOT START

1. Check all fuses or circuit breakers. Replace if MISSING
2. Turn off electrical power and check all wire connections to fan and in switch housing.
3. Make sure pull chain switch is on, and reverse slide switch is up or down, not in the middle.
4. Unscrew the switch box cover and check all wire connectors, if the wire connectors are loose, tighten it firmly.

FAN FOUND NOISY

1. Always take a few days" break in" time for any new fan at medium or high speed. Try to diagnose the exact location of the noise by listening carefully from several sides (blades, motor, light kit, etc). Fan noise can come from a light kit.
2. Make sure all screws in the fan assembly and light kit are tight and properly threaded. If not, back out and retighten. Tighten these screws at least once a year because they may loosen slowly over time and cause clicking noise.
3. Make sure the light kit is securely fastened to the fan, and all glass screws are finger tightened only. Do not tighten with pliers or a screwdriver.
4. Make sure mounting bracket is installed snugly to junction box.
5. Make sure wire nuts in switch housing or canopy are not rattling against each other or against wall of housing. Wrap with electrical tape if necessary.
6. Use of standard light rheostat or unapproved wall control will always cause harmonic distortions, or a humming noise. Many fan motors do not work quietly with solid-state variable controls. If a quiet wall control is desired, use only approved wall controls.
7. Make sure the canopy is not touching the ceiling.
8. Assure that the screws fastening blade holders to motor are tight
9. Make sure all light bulbs are fully screwed in.

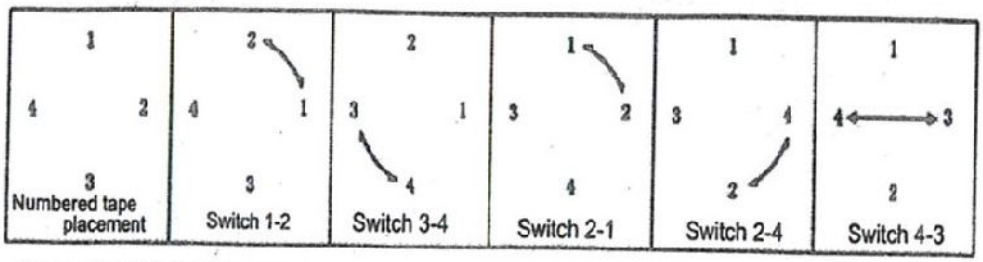
FAN TURNS BUT DOES NOT MOVE MUCH AIR

1. The fan may be running in reverse, so air is directed upward.
2. The room may contain items that obstruct the airflow.
3. The fan may be too small for the size of the room.

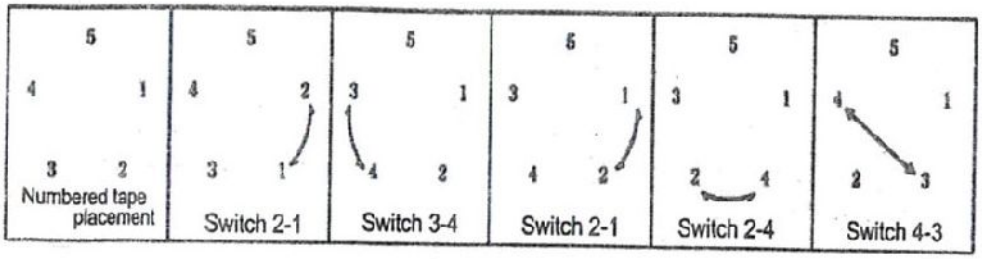
FAN SHAKES OR WOBBLES

1. A small amount of wobble is considered acceptable and should not be considered a defect. Use of any light kit, especially a large 4 or 5 light kit, will usually induce some wobble.
2. Make sure mounting bracket is tight at junction box/ceiling with no movement at all. Tighten screws if necessary.
3. Make sure all screws holding the blades to the blade arm and blade arm to motor are tight. Also, make sure light/glass screws are tight
4. Some fan movement is normal. However, interchanging an adjacent (side by side) blade pair may redistribute the weight and result in smoother operation, as next page

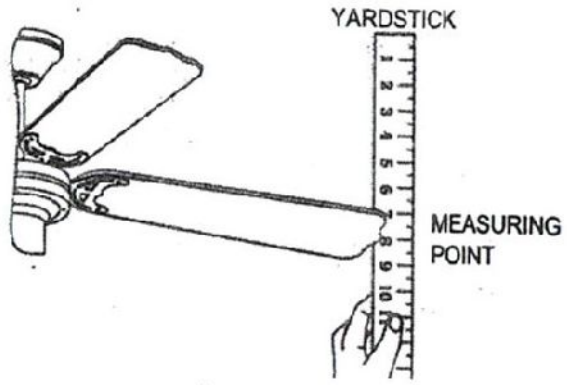
FOR 4 BLADES MODELS



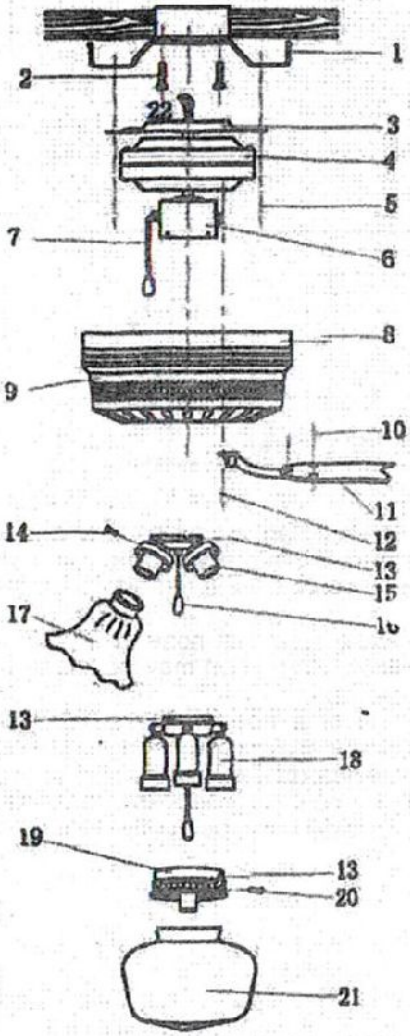
FOR 5 BLADES MODELS



5. If the above does not eliminate the wobble, clip a balancing kit on any one of blade about the middle of blade edge. Let fan run. If it is still wobbling, stop the fan, and change the location. Repeating this procedure on the remaining blades until the wobble is removed.
6. You can also look up at the fan from below, make sure that none of the blade holders are bent so that a blade is out of position. Correction may be made by GENTLY bending the blade holder back into position.
7. Blade tracking may be checked simply by use of a household yardstick as shown in below Figure. Place the yardstick vertically against the ceiling and even with the outside leading edge of a blade. Note the distance of the edge of a blade same as others. Turn the blade slowly by hand to check the remaining blades. If a blade us in an alignment, the blade holder may be gently bent up or down to be in line with the other blades.



PART LIST



ITEM NO	DESCRIPTION	QTY
1.	Mounting Plate	1
2.	Wood screws	2
3.	Mounting bracket	1
4.	Motor	1
5.	Screws	3
6.	Switch housing	1
7.	Pull Chain & tassel (3 speed)	1
8.	Screws	4
9.	Decorative housing	1
10.	Screws	12/15/18
11.	Blades	4/5/6
12.	Screws	8/10/12
13.	Screws	3
14.	Thumb screws	9/12
15.	Light Kit	3/4/5
16.	Pull Chain & tassel (Light switch)	1
17.	Glass	3/4/5
18.	Spot Light	3/4
19.	Light Fitter	1
20.	Thumb Screw	3
21.	Glass	1
22.	Safety cable (for cUL listed fan only)	1

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